

Town of Marlborough

Board of Selectmen
Deb Bourbeau, Chair
Gregory Lowrey
Joseph Asklar
Betty O'Brien



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BOARD OF SELECTMEN MEETING Minutes Tuesday, June 20, 2023 TOWN HALL 7:00 p.m.

1) Call to Order

Chair Deb Bourbeau called the meeting to order at 7:07 pm.

Present were Deb Bourbeau, Greg Lowrey, Joe Asklar, Betty O'Brien, and Amy Traversa-Interim Town Manager.

Betty O'Brien welcomed Hudson Visco, 180 No Main St. who is attending as part of his merit badge.

2) Acceptance of Minutes

- a) May 16, 2023 Regular Meeting
- b) May 30, 2023 Special BOS
- c) June 1, 2023 Special BOS
- d) June 6, 2023 Special BOS
- e) June 13, 2023 Special BOS

It was noted we need to add item 2.f) June 14, 2023, Special BOS

Greg Lowrey motioned to add minutes from June 14th for approval. Deb Bourbeau seconded. All in favor and motion carried.

Ms. Bourbeau noted a change to the May 16, 2023, page 5 item 7 first bullet, change to

- Attended Korean War and Vietnam service.

Greg Lowrey motioned to accept May 16, 2023, with noted change and all others as submitted. Joe Asklar seconded. All in favor and motion carried.

3) Additions to the Agenda

It was noted that 5.e and 5.f under old business were duplicated in item 6. Items 5.e and 5.f. were removed from item 5.

Ms. Traversa requested to add item 5.e Job Description Change.

Greg Lowrey motioned to accept additions to the agenda. Betty O'Brien seconded. All in favor and motion carried.

4) Public Comments

Erica Gorman 186 No. Main St – Would like to know what is happening with mailboxes when the new sidewalk is completed.

Karen Pakulis Paul 17 East Lake Road – Would like to see consideration to bring the sidewalk to the other end of Denler due to safety concerns.

5) New Business

a) Employee Resignations / New Hires

Ms. Bourbeau reported two new hires: Barbara Lazzari /Tax Clerk Assistant and Kathryn Overturf / Board Clerk.

b) Boards & Commissions: Resignations / Appointments/ Reappointments/ Applications

Ms. O'Brien recommend the BOS consider Mark Paul for vacant EDC alternate position.

Greg Lowrey motioned to appoint Mr. Paul as an alternate member for EDC. Joe Asklar seconded. All in favor and motion carried.

Sarah Cameron resigned from the Commission on Aging. Karen Currier also resigned from this committee. This makes two full member seats open. Ms. O'Brien would like to appoint Diane Dunn Greco.

Greg Lowrey motioned to appoint Ms. Dunn Greco to the Council on Aging. Joe Asklar seconded. All in favor and motion carried.

Ms. O'Brien would like BOS to think about other people to tap for commission openings.

Ms. O'Brien revisited the change of responsibilities for EDC brought up in previous meetings and expanding from 5 – 7 seated members. Currently, she recommends keeping the same number of members and if more are needed then expand the members.

Ms. Traversa reported she had a response from the attorney and to increase members a charter change is necessary.

Deb Bourbeau motioned to change the responsibilities for EDC as presented. Greg Lowrey seconded. All in favor and motion carried.

Mr. Asklar reported he and Ms. O'Brien will be taking the commission members to introduce them to all town businesses.

Ms. O'Brien asked Ms. Traversa about decommissioning inactive boards. Ms. Traversa received a response from the attorney and would need to check how he responded. She will report back.

Discussion ensued about the membership expectation agreements. Someone needs to rewrite to address what is the charter's intent. Removing members from commissions is unenforceable.

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Ms. Bourbeau recommends emailing the board chairs for input. Ms. Traversa proposed two alternatives; (1) discuss with the chairs when they come in for TouchScreen training or (b) discuss at the All Boards meeting. Ms. O'Brien said it needs to be ready for January, 2024.

- c) Ground Penetrating Radar Jones Hollow Cemetery Bid
This update was informational only.

- d) Connectivity Grant Application Sidewalk Extensions

1. Cheney Road Sidewalk Extension– 1,000 feet from 11 Cheney Rd. to Denler Dr. south intersection on east side of street.
2. Lake Road from North Main Street to Blish Park on north side of the street.

Peter Hughes joined the meeting and reported on CT DOT connectivity grant for non-vehicular usage. Grants due 7/21/2023, proposing to add 1,000 feet of sidewalk. He reviewed the location. Mr. Asklar asked where the funding was coming from and was told the CT DOT.

Erica Gorman – Asked about the mailboxes, they will move forward with sidewalk behind them. The town will take care of it.

Karen Pakulis Paul – She would like the walk to continue to the north part of Denler due to safety issues. Mr. Hughes confirmed it will go around the Denler loop. We cannot do walks between Cheney and Denler Dr., it is too expensive due to streams and rock.

Erica Gorman – Would the town to entertain moving mailboxes to the opposite side of the street. This needs to go through USPS. Ms. Bourbeau said it was very easy, she just moved her mailbox to the other side of the street. Homeowner needs to submit a letter to East Hampton Postmaster.

- e) Job Description

Ms. Traversa reported she reworked the job description for the heavy-duty equipment operator/maintainer position currently being advertised. She received input from staff in the same position. The job description has been submitted to the union for review and approval. Ms. Traversa noted all town position job descriptions should be reviewed. BOS decided to wait to approve the heavy-duty equipment operator until the union provided feedback or approval.

- ~~e) Sustainable CT Application Update~~

- ~~*Town Equity Statement~~

- ~~* June 28th Public Forum~~

- ~~f) Capital Project Update~~

6) Unfinished Business

- a) Town Manager Search Process Update

Ms. Traversa reported there is nothing to report to the BOS.

- b) Sustainable CT Application Update

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- * Town Equity Statement
- * June 28th Public Forum

Mr. Hughes provided an update on Sustainable CT application. Town equity statement needs to be adopted by the BOS. We used Litchfield's statement as a template. He requested it be added to the agenda for next meeting. Questions and be sent to Mr. Hughes' office. He believes the equity statement is more important than the certification. Public Forum to be held June 28, 2023 in the community room at 7 pm.

c) Capital Project Update

Mr. Hughes reported on the emergency telecommunication project. Working with Doug from TN. The plan is being revised to reduce cost. We are trying to stay within \$100K budget. Mr. Asklar asked what percentage over budget were the estimates? Mr. Hughes reported on the various items.

Johnson Rd culverts – This is a fish-way for brown trout. He reviewed the current deterioration of the culverts and methods to repair them. DEEP is involved due to the trout issue. UV liner was recommended. It would extend the life of the pipe, and negate the cost of making a fish ladder. It is 10% of the cost to replace the culverts. Mr. Asklar asked to look at other installations in CT where this has been used.

Boat Launch – In order to get self-certification from Army Corp of Engineers the town needs a letter from abutting property owner. Mr. Hughes sent a request in April and met with homeowners, second request sent in June. In April the launch plan was moved slightly to the east. The homeowners would like it moved further east. Mr. Hughes reported it is not possible to move any further. The town decided they will wait a year to get Army Corp of Engineer approval rather process a self-certification.

Blish Park bathhouse renovations – Mr. Hughes reported no bids were received. Immediate need is to replace toilets that are not working. The town will replace toilets. We will rebid in fall. Ms. Bourbeau asked about a curtain for changing area, Mr. Hughes will work something out.

So Main Phase 3 – Design is being worked on. We will have drawings in 6 weeks, and it will then go to CROG and DOT for the end of August. Construction estimated for spring/summer 2024.

South Buckboard & Quinn Road – resubmitted bridge applications to DOT.

Wilhenger Drive – Constantine Paving and Sealing will be handling the job. Courts will be closed for a few days.

Public works needs to install the drainage for 8 Park Road before paving can be done. Will bid both paving projects in July or this fall.

Library hook up to sewer is on hold.

Town hall HVAC – Engineers here last week and took measurements beginning final design and bid documentation. Bid by mid-August. They are proposing a gas system, the town has 1000 gallon tank already in the ground, estimate is in \$300K range. Mr. Asklar asked if we were eligible for energy efficient funding. Mr. Hughes replied we have not been offered anything.

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Ms. Bourbeau asked when flashing crosswalk lights will be installed. Mr. Hughes thinks fall 2023 or spring 2024.

7) Interim Town Manager Updates

Ms. Traversa reported the following:

- Moving forward on SRO contract. Will keep BOS informed.
- She and Peter Hughes are working together on his projects. She is also working on a grant for the senior center.
- Putting together files so the new town manager is organized.
- Working with Judy Ceramicoli on the annual report per the new charter.
- Mr. Asklar asked about fire, safety and public safety being brought in for the muster. Ms. Traversa will review with the public safety coordinator when they return from leave.
- Chatham Health District asking for letter of support for

8) Selectmen Updates

Ms. Bourbeau reported she attended the RHAM graduation.

There is an outdoor concert at 2 pm at the Arts Center.

The July 11, 2023 meeting will not have a quorum, which means there is only one meeting in July.

9) Department Reports

a) Budget/Financial

b) Tax Refunds

Greg Lowrey motioned to approve tax refunds as presented by Barbara Murray, Tax Collector. Deb Bourbeau seconded. All in favor and motion carried.

c) Building Permit Refunds / Activity Report

Greg Lowrey motioned to approve permit refunds as presented by Peter Hughes, Director of Planning & Development. Deb Bourbeau seconded, and motion carried.

10) Correspondence

State police activity report.

11) Public Comments

Karen Wilkinson – Ms. Wilkinson commented on the foot traffic on Cheney Road and feels this location should be considered for a sidewalk.

Louise Concodello – Ms. Concodello asked about the audit. Ms. Traversa replied it has been started.

12) Adjournment

Deb Bourbeau adjourned the meeting at 8:28 pm.

Respectfully submitted,

Tracy Monterville
Board Clerk

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